

Superior Court of California,  
County of Yolo

Job Announcement &  
Required Supplemental Application

Judicial & Executive Administrative Assistant  
Recruitment # 08-10

Salary: (DOQ)  
\$3,340 – 4,059 per month

CLOSING DATE: **Friday, June 27, 2008 at Noon**

**POSITION SUMMARY**

Performs administrative support and confidential legal secretarial work for Court Executives and the Judicial Officers. Responsible for a wide variety of general administrative and legal clerical tasks. General direction is provided by the Court Executive Officer or designee. This position is FLSA non-exempt.

**ESSENTIAL DUTIES include, but are not limited to:**

- Perform routine administrative duties for Court Executives and Judges including independent preparation of correspondence, maintaining calendars, scheduling meetings and conferences and making travel arrangements, review documents submitted to the court to ensure completeness, accuracy and compliance with legal and procedural requirements.
- Prepare, type, and proofread legal documents (e.g. correspondence, memoranda, reports, forms, opinions, decisions, rulings and instructions) from instructions, drafts, dictation or transcripts
- Prepare agendas and minutes for various committees and meetings
- Review and process mail; compose responses to routine correspondence
- Perform clerical tasks such as filing, copying, faxing, assembling reports and documents and processing mail; operate a computer and a variety of other office equipment
- Receive and screen visitors and callers; explain procedures and provide information and/or refer to appropriate staff
- Perform basic legal research; collect, compile, verify and present data for statistical reports
- Maintain administrative and correspondence files
- Order office supplies and maintain legal office records and files
- Act as primary contact for facility service calls which includes preparing work requests; maintaining log of requests and trouble calls; and managing an inventory of court property
- Monitor temporary parking passes and court vehicle
- Monitor standard contracts and update as needed
- Establish and maintain effective working relationships and work collaboratively with staff
- Perform other related work as required
- Reasonable accommodation will be made when required and determined by the Court to be appropriate under applicable law.

**AN IDEAL CANDIDATE WILL POSSESS THE FOLLOWING AND MEET EMPLOYMENT STANDARDS:**

**Knowledge of**

- Legal terminology, phraseology, documents and forms
- Letter and report writing
- Legal procedures and practices involved in composing, processing, completing and filing legal documents
- Clerical, financial and legal record keeping practices
- Public and community relations
- Correct English usage, spelling, grammar and punctuation
- Basic mathematics
- Modern office practices, procedures and equipment
- Working knowledge of court case management system is desirable

**Skill and Ability**

- Demonstrate a high degree of professionalism and maintain confidentiality
- Strong oral and written communication skills
- Work independently and follow instructions
- Demonstrate good judgment in a variety of situations
- Establish and maintain cooperative working relationships with others, including judicial officers, attorneys, supervisors, coworkers, other agencies and the public
- Organize, prioritize and coordinate multiple work activities
- Act under time pressures and meet critical deadlines
- Prepare clear, concise and accurate reports and records
- Understand and explain legal concepts and procedures
- Prepare legal documents and forms without advice or assistance
- Organize information and manage confidential files
- Take notes/minutes of meetings

**EMPLOYMENT STANDARDS**

Any combination of education and experience that could likely provide the required knowledge, skill and ability is qualifying. A typical way to meet the employment standards would be –

Equivalent to an associate degree, preferably with major course work in administration, business or a legal field (Specialized training in the legal secretarial field may be substituted); and two (2) years of experience performing administrative support work.

OR

Three (3) years of increasingly responsible lead clerical, secretarial, or administrative support work experience in a court or legal environment.

## Judicial and Executive Administrative Assistant – #08-10

Essential skills and experience include:

- Computer proficiency and experience with Microsoft Word, Outlook, Excel, PowerPoint and Publisher
- Customer service skills
- Time management, the ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills
- Valid California driver's license

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** -While performing the duties of this job, the employee is required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting.

**Work Environment** – The noise level and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. This position is FLSA non-exempt.

### **BENEFITS PACKAGE**

Yolo Superior Court employees are valued. The Court offers an excellent benefit package, current benefits are as follows:

- CalPERS retirement plan 2% at 55 – The Court currently pays the full member contribution - there is no cost to the employee.
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (3 HMOs and 3 PPOs). The Court contributes to the cost as follows: Employee only: \$411.09, Employee +1: \$821.68, Employee +2: \$1,067.84. An in-lieu health insurance benefit is available.
- Delta Dental Premier is available at minimal cost to employee
- MES Vision is available at no cost to employee
- Deferred compensation plans are available.
- Employees may establish a flexible spending account for qualifying medical or dependent expenses.

## Judicial and Executive Administrative Assistant – #08-10

- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy for employees at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at 8 hours per month.
- New employees earn 80 hours of vacation per year and are eligible to use vacation after working for 13 pay periods. The vacation accrual rate increases to 120 hours after 3 years of employment.
- Additional leave benefits include 32 hours of floating holiday leave and 13 paid holidays.
- A comprehensive and confidential employee assistance program is available.

### **RECRUITMENT PROCESS:**

To be considered for this position, job applicants are required to submit an official Court application and responses to the Required Supplemental Questions. Human Resources will review the applications. Applicants who are successful in the application packet-screening phase will move on to the examination phase. The examination phase may include a structured oral interview(s) and a performance test. Eligible job applicants will be notified by phone or letter of the date and location of these events.

Reference checks are required prior to extending an employment offer. After an offer of employment is extended; fingerprinting, background checks, a drug screen and a pre-employment physical may be required.

Official application forms are available on the Court's Web site, [www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov), may be obtained by emailing [humanresources@yolo.courts.ca.gov](mailto:humanresources@yolo.courts.ca.gov) or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Completed application materials should be mailed to P.O. Box 1290, Woodland CA 95776 or dropped off at the Human Resources Department. Additionally, application materials may be faxed to 530-406-6883 or emailed to [humanresources@yolo.courts.ca.gov](mailto:humanresources@yolo.courts.ca.gov). If emailing or faxing, please follow up with the original application within three business days. For more information a Human Resources representative may be contacted at 530-406-6881.

The final filing date for this recruitment is June 27, 2008 at noon.

## Judicial and Executive Administrative Assistant – #08-10

### **Required Supplemental Questions**

Responses to these Supplemental Questions must be completed and submitted together with the required Yolo Superior Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. Your answers to these questions will be used to evaluate your experience and qualifications for this position. Please place your name and the job designation “#08-10 Judicial and Executive Administrative Assistant” on each page of your response.

1. Briefly describe your administrative or clerical experience in a court or legal environment.
  
2. Describe a work situation where your professionalism and confidentiality were important in terms of accomplishing the task.
  
3. Identify which of the following administrative duties you have performed:
  - ☐ Maintain executive calendars
  - ☐ Schedule meetings and conferences
  - ☐ Prepare meetings agendas
  - ☐ Take meeting minutes
  - ☐ Make travel arrangements
  - ☐ Prepare travel claims
  - ☐ Compose routine correspondence
  - ☐ Proofread documents for accuracy and completeness
  - ☐ Order office supplies
  - ☐ Serve as contact person for facility service calls
  - ☐ Maintain a property inventory
  - ☐ Monitor contracts & grants
  
4. Describe your experience serving the public. Please give an example of your ability to deal with dissatisfied customers.